

ATTACHMENT K
PROPOSAL SCORING TOOL
 See www.in.gov/dcs/3395.htm for attachment

Proposal Scoring Tool	
Provider: _____	Scorer: _____
Service: _____	Date: ____/____/____
Instructions:	
1. Questions contained in Step 1 are Pass/Fail. 2. Please complete one score sheet for each Evidenced Based Practice Model or Promising Practice being proposed. 3. Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0". Other ratings should be used to quantify other levels of standards met.	
Summary of Evaluation Criteria	Score
Step 1	
1. Adherence to Mandatory Requirements (followed instructions and standard format)	(circle one) PASS FAIL
2. Application Pages signed <i>in blue ink</i> .	(circle one) PASS FAIL
Step 2	
Budget Section (10 Points Total)	
1. The Budget template must be used, completed in full, with correct information. Budgets and Cost Justification in Service Narrative should include reasonable costs and rates. (10 points).	/10
Provider Narrative scoring (10 Points Total)	
1. The Provider Narrative: This section should cover all important history and development of the organization to date, along with including the organizational chart including Board of Directors and any other affiliates. (5 points)	/5
2. The Provider Narrative documents that the agency/provider historically has had an acceptable working relationship with the local DCS or other community agencies, if there is no prior relationship with the DCS. (5 points)	/5
Service Narrative Scoring (80 points Total)	
1. The Service Narrative should provide the program name as well as describe the Evidenced Based Practice Model or Promising Practice to be utilized. Narrative demonstrates that the selected model will best meet the needs of DCS/juvenile probation clients, Narrative describes how Respondent will maintain continued adherence to the fidelity to the chosen model. Training and supervision needs/requirements are detailed in narrative. Respondent's experience and training related to the service delivery model are described. (40 points)	/40
2. The Service Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve. The capacity described in the narrative meets the needs of the region. Describes the referral and admission process and includes procedure/methods for a guaranteed time frame for initiation of services, protocols are included. Initial assessment process and inclusion of staff in the DCS Quality Services Reviews is detailed. (20 points)	/20
3. The Service Narrative describes appropriate goals of the specific program, including the goals outlined in the Service Standard. The method of evaluating the goals and reporting the outcomes back to DCS is detailed. (10 points)	/10
4. Proposal identifies timeline of services and completes the summary of proposed services	

chart. Timeline is realistic and includes time for training of staff to ensure fidelity of model is achieved. (10 points)	/10
STEP 2 TOTAL POINTS	/100
Comments:	
_____	_____
Evaluator Signature	Date

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final. DCS reserves the right to contract with multiple respondents for the same service within the same region & local office.